



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **March 28, 2018** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:09 p.m.

II. Members Present

Nate Donahue, Academic Senate President, Vice-Chair  
Mike Tuitasi, Administration Representative  
Mitra Moassessi, Academic Senate Representative  
Chris Bonvenuto, Management Association President  
Erica LeBlanc, Management Association Representative  
Peter Morse, Faculty Association President  
Lee Peterson, CSEA Representative  
Martha Romano, CSEA Representative  
Jennifer Chen, Associated Students President  
Ana Laura Paiva, Associated Students Representative

Others Present

Brenda Antrim  
Tre-Shawn Hall-Baker  
Matt Hotsinpiller  
Hannah Lawler  
Elisa Meyer  
Dan Rojas

III. Motion was made by Erica LeBlanc and seconded by Martha Romano to approve the minutes of the DPAC meeting on March 14, 2018. *Unanimously approved.*

IV. Reports

A. Planning Subcommittees

- Budget Planning: Chris Bonvenuto and Matt Hotsinpiller, Co-Chairs: No quorum; informal discussion included revenue generating ideas, specifically a weekend college.
- College Services Planning: Mike Tuitasi and Analaura Paiva, Co-Chairs: Discussion included charge of the subcommittee, overarching guiding principles for DPAC planning subcommittees, and definition of college services (*notes are attached*).
- Facilities Planning: Emil Zordilla and Lee Peterson, Co-Chairs: The subcommittee discussed available property across the street from the main campus and received updates on construction projects. Steel and aluminum tariffs will affect future construction projects. It was announced that Emil Zordilla, Assistant Director of Facilities Planning, has taken another job and will be leaving SMC. It is hoped that the Director of Facilities Planning position will be filled quickly.

- Human Resources Planning: Tre-Shawn Hall-Baker and Kymberlyn McBride, Co-Chairs – Results of the campus climate survey administered in October 2017 are available at [http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/Surveys/2017CollegeEmployeeSatisfactionSurveyResults\\_%2803.27.2018%29.pdf](http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/Surveys/2017CollegeEmployeeSatisfactionSurveyResults_%2803.27.2018%29.pdf)

The survey assessed four areas – campus culture and policies, institutional goals, involvement in planning and decision-making, and work environment. There were three open-ended questions. The results will be used by Human Resources to inform their work.

- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs: Discussion included operational vs. planning aspects of the subcommittee and plans for another transformative technology day in September.

#### B. Academic Senate Joint Committees

- Curriculum: Brenda Antrim, Chair and Jennifer Merlic, Vice-Chair: Actions included global citizenship for modern language courses, updating nursing program courses to reflect current practice, and removal of prerequisite for Math 50. English will not have pre-college level placement starting in the fall. The committee is also working on updating Board Policies and Administrative Regulations.
- Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: The due date for annual program reviews is April 23<sup>rd</sup>, and there are six six--year reviews scheduled for the spring semester.
- Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair: Administrative regulations are being reviewed and revised.
- Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair: Discussion included dashboard data which will be reported to DPAC and the Academic Senate.

C. Associated Students: Four students attended the American Student Association of Community Colleges conference in Washington, D.C. Main topics included Pell Grant Funding, Student Loan Reform, DACA/Dream Act, and Higher Education Reauthorization Act, Reauthorization of the Carl D. Perkins Career and Technical Education Act. The students met with congressional leaders. The A.S. is planning a Santa Monica Night Market Fair in the spring. The A.S. election is coming up in April.

D. Accreditation Update: The follow-up report that addresses four recommendations to meet standards has been submitted to ACCJC. The follow-up visit will take place on April 4, 2018.

#### V. Agenda

B. Governance Structure: A subcommittee comprising Teresita Rodriguez, Nate Donahue, Erica LeBlanc and Lisa Rose met to discuss activities/meetings for DPAC for spring and summer 2018, using the following guidelines determined by DPAC:

- The Five-Year Strategic Initiatives should drive the development of the annual institutional objectives.
- Implementation of the institutional objectives should be a comprehensive process tied to budgeting and the committee and/or department responsible for implementation and tracking.
- DPAC's charges to the DPAC subcommittees need to be clarified and more descriptive. DPAC will work with subcommittees to review and develop the charges so they support the Strategic Initiatives and the annual institutional objectives.

### DPAC Meetings – Spring/Summer 2018

- Suspend subcommittee and A.S. Joint Committee reports for the spring/summer and replace with themed reports related to the strategic initiatives.
- Invite key representatives to meet with DPAC to share work in their respective areas and participate in the development of annual action plans.

April 25 Enrollment

- Teresita Rodriquez, Mike Tuitasi, Esau Tovar, Brenda Benson, Denise Kinsella, Delores Raveling, DeeDee Carter

May 9, 23 Pathways/Equity

- Pathways: Guido delPicollo, Maria Munoz, Georgia Lorenz
- Integrated Planning: Melanie Bocanegra, Esau Tovar, Edna Chavarry

June 13 Fiscal/Human Resources

- Fiscal/HR: Chris Bonvenuto, Matt Hottsinpiller, Sherri Lee-Lewis, Tre'Shawn Hall-baker, Kym McBride

June27 Facilities/Technology

- Facilities/Technology: Emil Zordilla, Eric Pivavaroff, Lee Peterson, Marc Drescher, Dan Rojas, Walter Meyer

Teresita and Nate will send email invites to groups to invite them to meetings with copies to DPAC members.

### Summer 2018

- Plan how to integrate planning process
- Develop of 2018-19 Structure
- Planning Schedules
- Plan session for Opening Day, August 23<sup>rd</sup> (ask DPAC for participants) – contact Edna, Marisol

VI. Adjournment: 4:12 p.m.

Meeting schedule through June, 2016 (second and fourth Wednesdays each month at 3 p.m.)

2017-2018

April 11 - Cancelled

April 25

May 9, 23

June 13, 27

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the April 25, 2018 DPAC Governance Structure meeting.

A. Enrollment Development Report

## **DPAC- COLLEGE SERVICES DISCUSSION: Friday, March 16, 2018**

### **Charge of Committee:**

The College (Operational) Services Planning Subcommittee shall:

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.
- Initiate discussions on defining Administrative Unit Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions.
- Facilitate the definition of service area outcomes for these areas and encourage the areas to work with the S/ILO Committee to formulate outcomes and assessments to integrate into the reports to the Academic Senate Joint Program Review Committee.

### **Overarching Guiding Principles for DPAC Planning Subcommittees:**

- In its planning process, each subcommittee should make recommendations on matters within its jurisdiction to the District Planning and Advisory Council that are consistent with the District's Mission, Vision and Supporting Goals, Master Plan for Education Institutional Objectives, the Educational and Career Facilities Master Plan, and the Technology Master Plan
- Each planning subcommittee should factor recommendations from other planning areas
- As part its planning process, each planning subcommittee should consider environmentally sustainable practices
- Members of the planning subcommittees should report back to their respective constituencies on a regular basis

### **The committee had the following questions:**

1. What is the updated definition of College Services? Ex: Non Academic or Student Services Programs that indirectly impact student learning.
2. What are the College Services? Departments have changed. There is also subcommittee overlap.
3. Do all of these services conduct an annual program review? A 6 year review? (Erica said yes- they should be)
4. The Vice President's over specific areas typically monitor the program reviews. Why is this different for College Services?

Unlike the other DPAC subcommittees, College Services works with individual departments.

Therefore, the planning is more from a micro level.

To ensure that planning is part of the DPAC-CS charge. The committee feels that the meeting agendas should be broken down into "Planning" and "Trouble Shooting" categories.

- Planning: Working with the various college service areas to develop unit outcomes, review all UO's to develop a master plan?
- Trouble Shooting: DPAC-CS also receives input from the college community about areas of concern.

In 2009, DPAC- CS subcommittee worked with college service areas to develop unit outcomes.

These were the areas listed:

1. Academic Computing
2. Accounting
3. Accounts Payable
4. Auxiliary Services
5. Bookstore
6. Bursars Office Center for Environmental and Urban Studies/ Sustainable Works
7. Contracts and Vending

8. Custodial
9. Events
10. Facilities management
11. Foundation
12. Grounds
13. Human Resources
14. Management Information Systems
15. Marketing
16. Media Center
17. Network Services
18. Parking and Traffic
19. Payroll
20. Police
21. Purchasing
22. Recycling
23. Risk management
24. Transportation
25. Warehouse/ Mailroom